

## Assistant Equestrian Director Job Description

Job: The job of Assistant Equestrian Director is a seasonal summer only position. The Asst. Equestrian Director is responsible for aiding the Equestrian Directors with overseeing the overall care of all summer camp horses, working closely with and following the directions from them to ensure a safe and fun learning environment for all campers as well as a safe working environment for all staff. The Asst. Equestrian Director will work closely with the above co-workers as well as the Summer Barn Manager to ensure all barn operations run smoothly from chores to lessons and to help teach campers the knowledge they need to get a head start in the Equine Industry we know and love. If you want an intro into barn management and want to work with a variety of horses and children, this is the job for you. **Note - Admin has the right to change or alter this job description as they see fit at their discretion.**

### Job Responsibilities:

- Work closely with co-workers to ensure safe/fun learning environment
- Work closely with peers and supervisors at all times
- Work with the Equine Directors/Barn Manager and the Senior Staff member to coordinate scheduling, issues, chores etc. as needed on a daily/weekly basis.
- Oversee care of all summer camp horses with the Equestrian Directors
- Assist with daily chores as needed (stalls, feedings, turn out. etc)
- Direct and clear communication between other staff and campers as needed
- Assist in teaching/organizing educational horsemanship classes as needed
- Be vigilant of potential equipment issues, safety hazards in/out of the rings, or other potential environmental concerns, report issues as needed to the Equestrian Directors
- Help ensure that all barn related areas are kept cleanly and presentable at all times
- Report to the Equestrian Director as needed for all camper and staffing issues and assist in solving/mitigating these issues as needed.
- Other duties as assigned and as needed by Equestrian Director/Admin Team

Job Requirements:

- Must be 21 years of age or older
- Must be CPR/First Aid Certified (Camp can provide training if not currently certified)
- Must pass a CORI/SORI/NSOR, that is provided by Camp
- Must have a valid drivers license and reliable transportation
- Must be able to lift a minimum of 50 pounds
- Minimum of 2 years horse experience
- Prior management experience a bonus but not required
- Some weekends (not all) will be required for limited horse care with additional staff
- Must have appropriate shoes on at all times to be in the barn/farm area and around a variety of animals. Paddock boots, work boots or muck boots are accepted. Sneakers, sandals, flip flops or crocs are not allowed at any time in the barn area
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and be physically active for a prolonged period of time
- Follow all Camp Marshall policies and procedures at all times
- Attend all staff training (provided by Camp)